

Request for Qualifications Pedestrian and Bicycle Improvements, Pittsfield, NH

Contact: Nicholas Coates, Central New Hampshire Regional Planning
Commission, ncoates@cnhrpc.org or (603) 226-6020
Date of Issue: Monday, May 24, 2010
Deadline for Proposal: Monday, June 14, 2010

Project Description:

The Pittsfield School District (SAU #51) in coordination with the Central New Hampshire Regional Planning Commission (CNHRPC) invites statements of qualifications to provide assistance using applicable best practices relating to traffic calming measures and conceptual designs for its Safe Routes to School (SRTS) program. The study area is located within a two-mile radius of Pittsfield Elementary and Middle Schools with particular emphasis on the area within one half mile of the schools. The focus is to create a suitable environment for pedestrian and bicyclist use as part of the SRTS project.

The Federal-aid Safe Routes to School (SRTS) program was created by Section 1404 of the federal transportation bill, the Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users Act (SAFETEA-LU). The SRTS program is housed in the U.S. Department of Transportation's Federal Highway Administration (FHWA) Office of Safety. As with all federal funding, Federal-aid SRTS funding comes with specific procedures and requirements.

The New Hampshire Department of Transportation (NHDOT) provides SRTS funding to communities to increase the number of students in grades K-8 who walk or bicycle to school. SAU #51 has participated in a recent round of NHDOT grants and is in the process of finishing a comprehensive travel plan to improve walkability and bikability to/from Pittsfield Elementary and Middle Schools.

Two significant obstacles to pedestrian and bicycle travel to Pittsfield Elementary and Middle School are traffic speeds and an incomplete to non-existent sidewalk and bicycling network. CNHRPC recently surveyed parents in Pittsfield and 79 percent of parents said speed of traffic along the route was a reason why they do not allow their children to walk or bicycle to school. Similarly, 65 percent of parents said a reason was the amount of traffic along the route. In addition, 68 percent of parents responded that they would consider allowing their children to walk or bicycle to school if the safety of intersections and crossing was improved. One pair of parents in particular said, "I have no problem with them walking when it's safe. But not right now. There's not even a sidewalk until halfway down the road and there are blind corners." Another pair of parents commented that several vehicles park before and after school in ways that block crosswalks, which create dangerous situations, around the schools.

The Pittsfield SRTS Task Force plans to focus first on the area immediately surrounding the schools. Most students live in the core of downtown and the roads that are most frequently used by parents and buses dropping off children are just east of downtown and include: Catamount Rd., Manchester St., Berry Ave. and Bow St. Traffic speeds on these roads along with poor sight lines are a major concern. Sidewalks on these roads are also non-existent or in disrepair. Paint for fog lines, lanes and crosswalks on these roads have also significantly faded or are non-existent. A lack of signage announcing school zones and overhead street lighting is also a major

concern on these roads. A map of this study area and downtown is attached to this RFQ for reference. After completing projects around the schools, the Task Force anticipates focusing on infrastructure projects downtown.

The following projects have been identified as top priorities by the Pittsfield SRTS Task Force. The projects are listed from highest priority first.

- Improve existing crosswalk on Catamount Rd. between the intersection of Oneida St. and Clark St. by addressing the pedestrian crossing problem
- Complete missing sidewalk on Berry Avenue from where it currently ends to the Pittsfield Middle School
- Traffic calming/speed reduction in both directions and improvement/addition of side lines and sloping on Tilton Hill Rd. just north of Bow St. to Manchester St.
- Complete missing sidewalk on Catamount Rd. from Spruce St. to the intersection of Oneida St. and Clark St.
- Reduce constriction of vehicles and pedestrians on Manchester St. to Pittsfield Middle School from intersection of Catamount Rd. leading to the school

Scope of Work:

SAU #51 intends to enter into a contract with a firm to perform the following work:

1. Develop and present electronic and paper conceptual sketches and preliminary engineering concepts for the projects listed above using applicable best practices.
2. Conduct at least one site visit with SAU #51's Superintendent of Schools and CNHRPC staff.
3. Attend at least two public meetings in the Town of Pittsfield and maintaining communications with SAU #51's Superintendent of Schools and CNHRPC staff on the progress of the project are also required.

Statement of Qualifications Requirements:

A firm, partnership, individual, etc., interested in participating in this project must have the following qualifications and document them.

- Name of the consulting firm with a brief history and description;
- Name, title, and professional and educational qualifications, including appropriate state licenses and affiliations, of key personnel assigned to this project. Staff should include at a minimum a licensed professional engineer registered in the State of New Hampshire;
- Experience in road design and engineering, including parking and traffic flow, and familiarity with NHDOT and Federal Aid projects;
- Familiarity with the principles and application of Context Sensitive Solutions;
- Experience in sidewalk design, landscaping, lighting, and streetscape design issues;

- Adequate staff to perform the work in an adequate and appropriate timeframe;
- Include an executive summary demonstrating understanding of the project and the ability to complete the scope of work within the time constraints;
- A brief description of the three most current SRTS, transportation enhancement or other equivalent projects that the consultant has participated in, with an outline of the level of involvement;
- Include at least one representative work sample;
- Include a list of at least three (3) professional references, including name, title, contact information, and description of product provided (if clients) or relationship (if colleagues).

Review and Screening Process:

The submissions will be reviewed and critiqued by a selection committee comprised of representatives from SAU #51, the Town of Pittsfield and CNHRPC. A short list of respondents may be asked to make presentations to the committee.

The following criteria will be used to select a consultant:

1. Minimal qualification: prior experience in traffic engineering and planning with CSS emphasis
2. Moderate qualification: prior experience in traffic engineering for transportation enhancements or Safe Routes to School program
3. Optimally qualified: prior experience in traffic engineering for transportation enhancements or Safe Routes to School program in the state of NH or previous traffic engineering and planning work in the Town of Pittsfield.

Submission Process:

Questions regarding this RFQ should be directed to Nicholas Coates of the CNHRPC at ncoates@cnhrpc.org or (603) 226-6020.

Five (5) copies of the response (one digital) shall be sent to:

Nicholas Coates, Regional Planner
Central New Hampshire Regional Planning Commission
28 Commercial Street
Concord, NH 03301

All statements of qualifications must be received at the CNHRPC office no later than **4:00 p.m. on Monday, June 14, 2010**. Materials received after this time will not be accepted or reviewed. It is the intention of the selection committee to select a firm by **4:00 p.m. on Monday, June 21, 2010**. Final selection will be based on lowest qualified responsive bid. The project must be completed no later than **4:00 p.m. on Monday, October 4, 2010**.

The expense of preparing and submitting a statement of qualifications is the sole responsibility of the consultant. SAU #51 reserves the right to reject any or all proposals received, to negotiate

with any qualified source, or to cancel in part or in its entirety this RFQ. This solicitation in no way obligates SAU #51 to award a contract.

SAU #51 will afford individuals and firms full opportunity to submit proposals in response to this invitation and will not discriminate on the basis of race, color, national origin, sex, age, or disability in consideration for this award.